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ABSTRACT

This manual is a "how to" training device for formatting blank floppy disks in the AppleWorks program using an Apple IIe or Apple IIGS Computer with Duodisk or two disk drives. The manual provides step-by-step directions, and includes 11 figures depicting the computer screen at the various stages of the formatting sequence. (EW)

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BLANK COMPUTER FLOPPY DISK FORMATTING

USING THE APPLEWORKS PROGRAM

APPLE IIe OR GS COMPUTERS AND

A DUODISK OR TWO DISK DRIVES

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INTRODUCTION

"Blank Computer Floppy Disk Formatting.....Drives" was developed for use as a "how to" training device. It can be used with either Apple IIe or IIGS computers which have a Duodisk or two disk drives. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple II series computer.

2. A Duodisk or two disk drives.

3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.

4. One data disk.

The following skills must be mastered by users before the document can be used as it was intended. Users must be able to:

1. Turn on the Apple computer.

2. Bootup the AppleWorks program.

After using this document, users should be able to format blank computer disks. Additional guidance in this regard may be found in the AppleWorks manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are mine.

RMS

STEPS **DIRECTIONS**

01. Load the AppleWorks program into the computer. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 04.

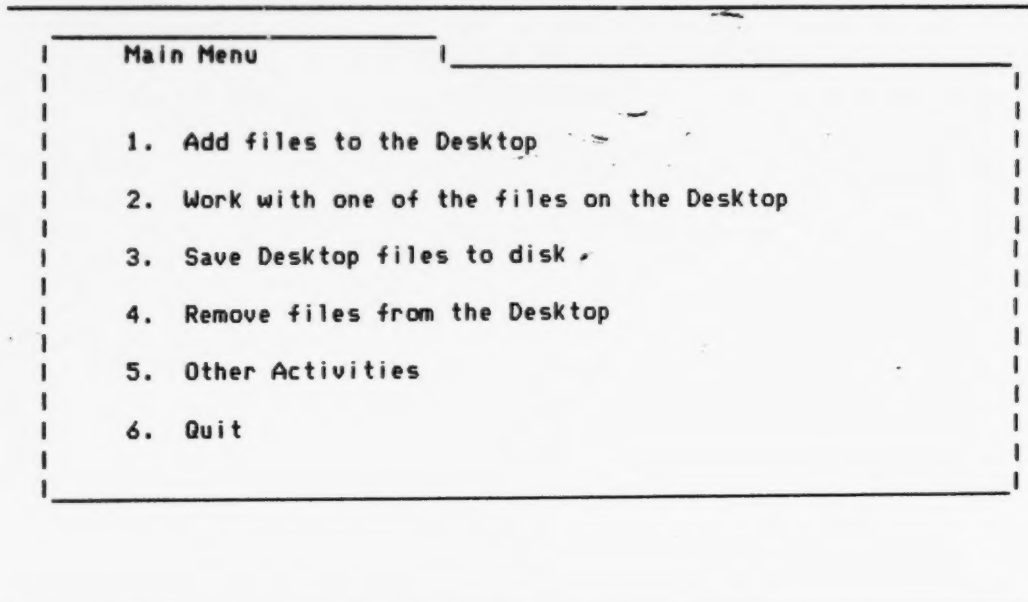
Disk: Disk 2
MAIN MENU
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
?-? for Help

Figure 1. The Computer Screen With Disk Drive Two Selected.

02. Choose option #5, " Other Activities" from the "Main Menu." This is accimplished as follows:

a. Press the NUMBER-5 key once.

b. Press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

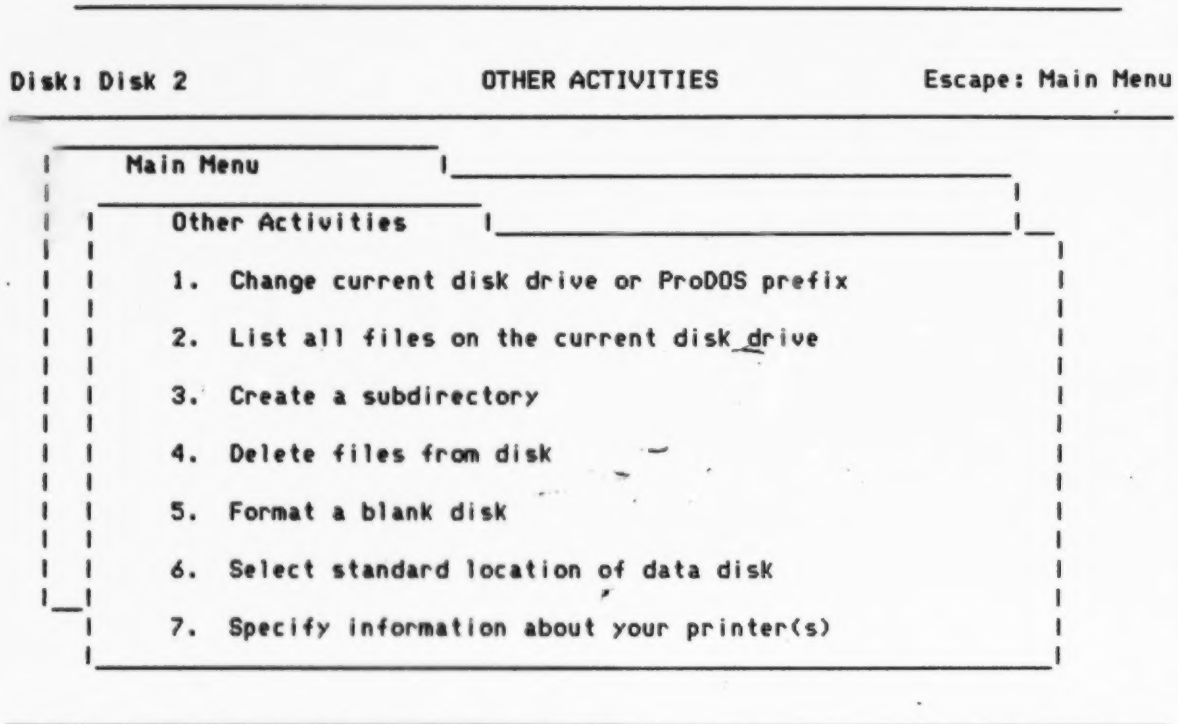
Disk: Disk 2
OTHER ACTIVITIES
Escape: Main Menu
Main Menu
Other Activities
1. Change current disk drive or ProDOS prefix
2. List all files on the current disk drive
3. Create a subdirectory
4. Delete files from disk
5. Format a blank disk
6. Select standard location of data disk
7. Specify information about your printer(s)
Type number, or use arrows, then press Return
55K Avail.

Figure 2. The Screen After Selecting, the "Other Activities" Option From The "Main Menu."

03. If you have successfully reached this point, jump to step 08.

04. If the screen looks like the picture shown in Figure 3 (note the #1 in the upper left corner of the Figure), select option #1, "Add files to the Desktop," from the "Main Menu." This is accomplished as follows:

a. Press the RETURN key once. Following this action, the screen should shift so that it appears like the picture shown in Figure 4.

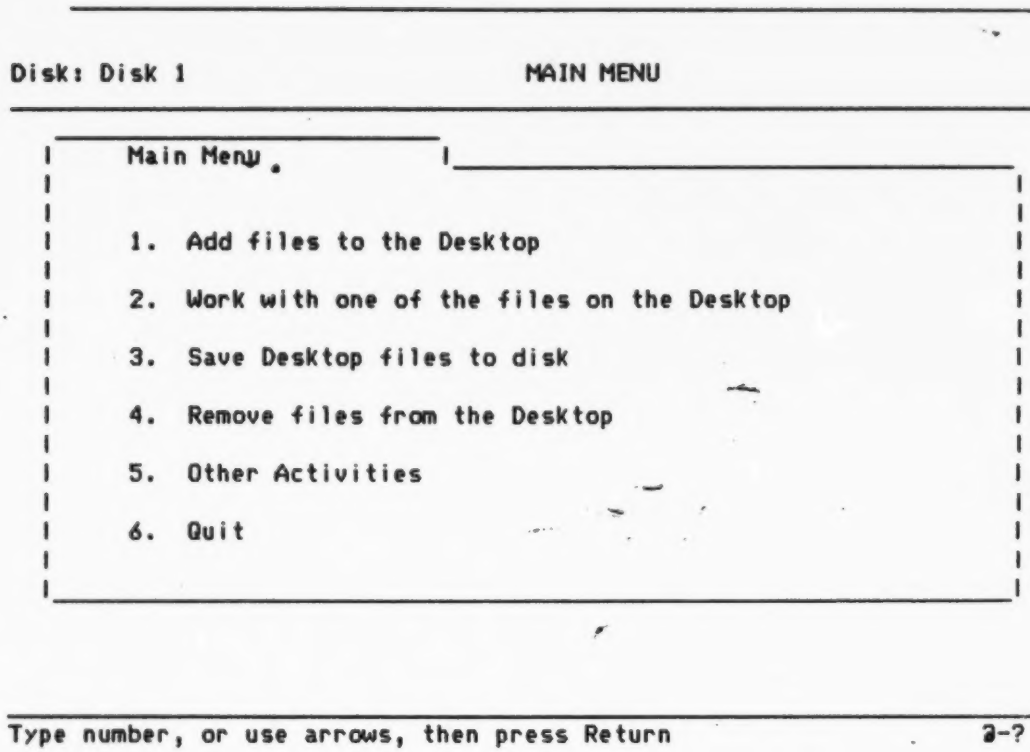
Disk: Disk 1
MAIN MENU
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
?-? for Help

Figure 3. Computer Screen With "Disk: Disk 1" Selected.

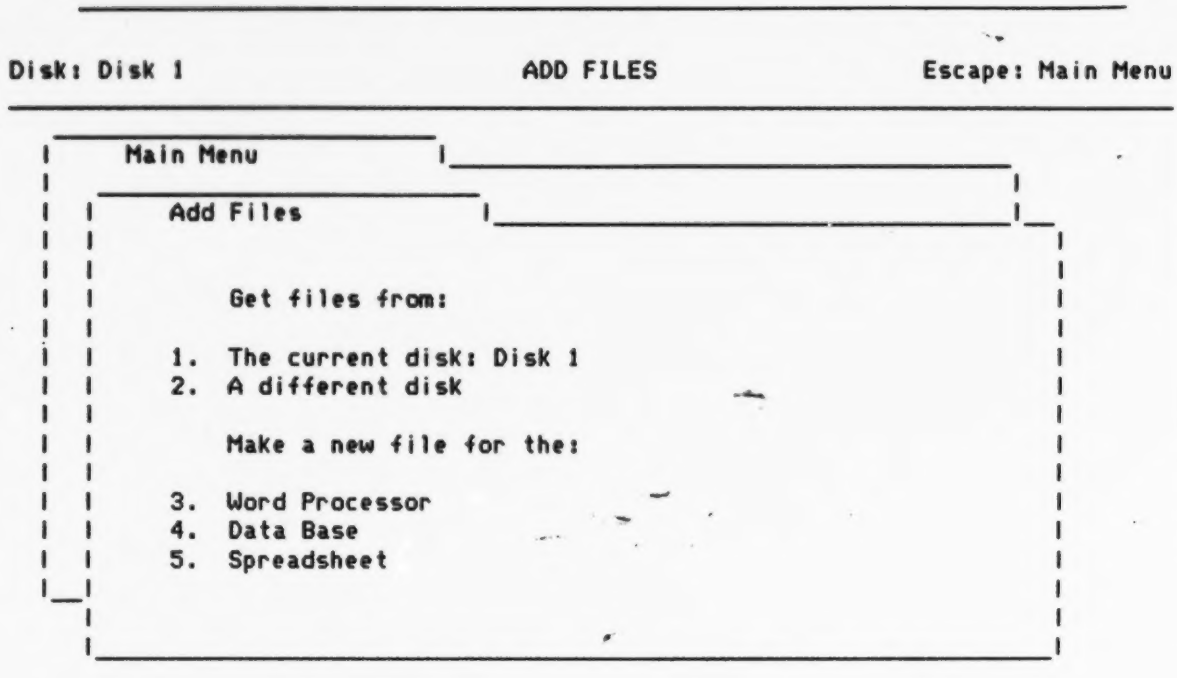

Figure 4. The Screen After Choosing, "Add files to the Desktop" Option From The "Main Menu".

05. Select option #2, "A different disk" from the "Add Files" menu as follows:

a. Press the DOWN-ARROW key once.

b. Press the RETURN key once. The monitor screen should look like the picture shown in Figure 5.

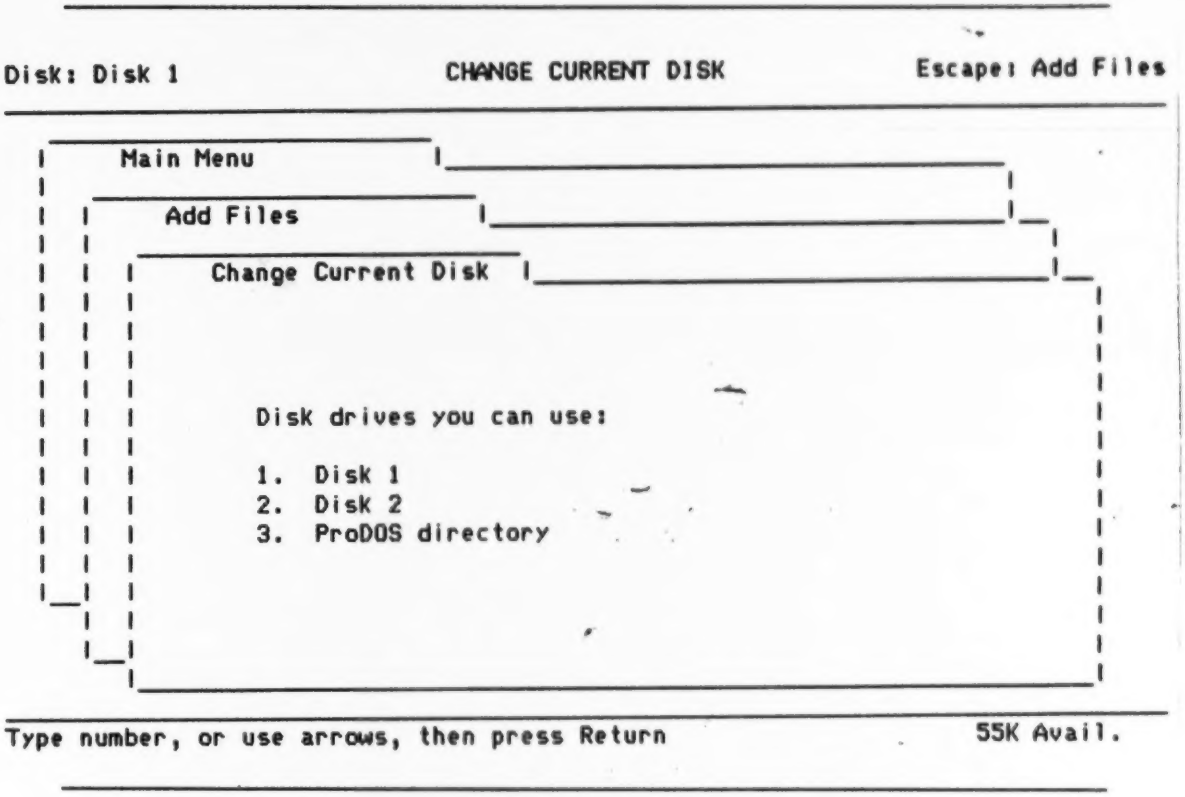

Figure 5. The Monitor Screen After Selecting The "A different disk" Option.

06. Select option 2, "Disk 2" as follows:

a. Press the DOWN-ARROW key once.

b. Press the RETURN key once. The screen should have changed following this action so that it appears as it did in Figure 4 except that the numeral "1" in the upper left corner of the screen has changed to "2."

07. Now, complete step 02 and then jump to step 08.

08. With the screen appearing as it does in Figure 2 select option #5 as follows:

a. Press the DOWN-ARROW until the "Format a blank disk" option is highlighted.

b. Press the RETURN key once. The picture you see on the screen will change so that it looks like the one you now see below in Figure 6.

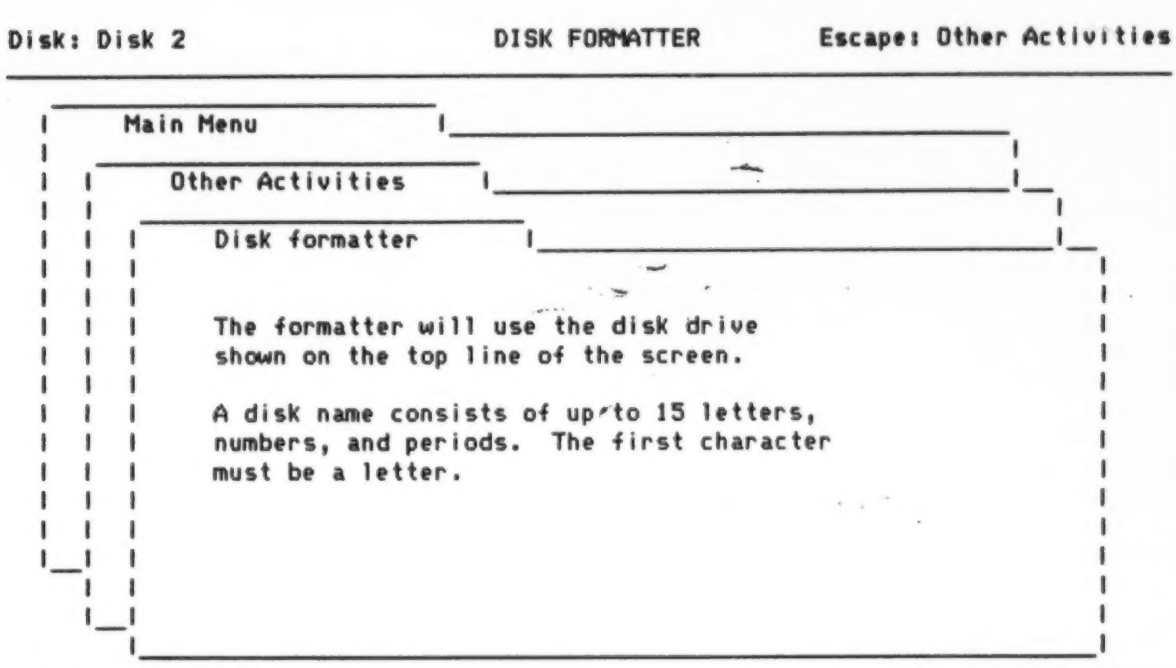
Disk: Disk 2
DISK FORMATTER
Escape: Other Activities
Main Menu
Other Activities
Disk formatter
The formatter will use the disk drive
shown on the top line of the screen.
A disk name consists of up to 15 letters,
numbers, and periods. The first character
must be a letter.
Type a disk name:
55K Avail.

Figure 6. The Screen After Selecting the "Format a blank disk" Option From The "Other Activities" Menu.

09. Directions in the center of the screen tell you to name the the new disk so type "TRAINING" and then press the RETURN key once. The screen will now be identical to the picture shown in Figure 7.

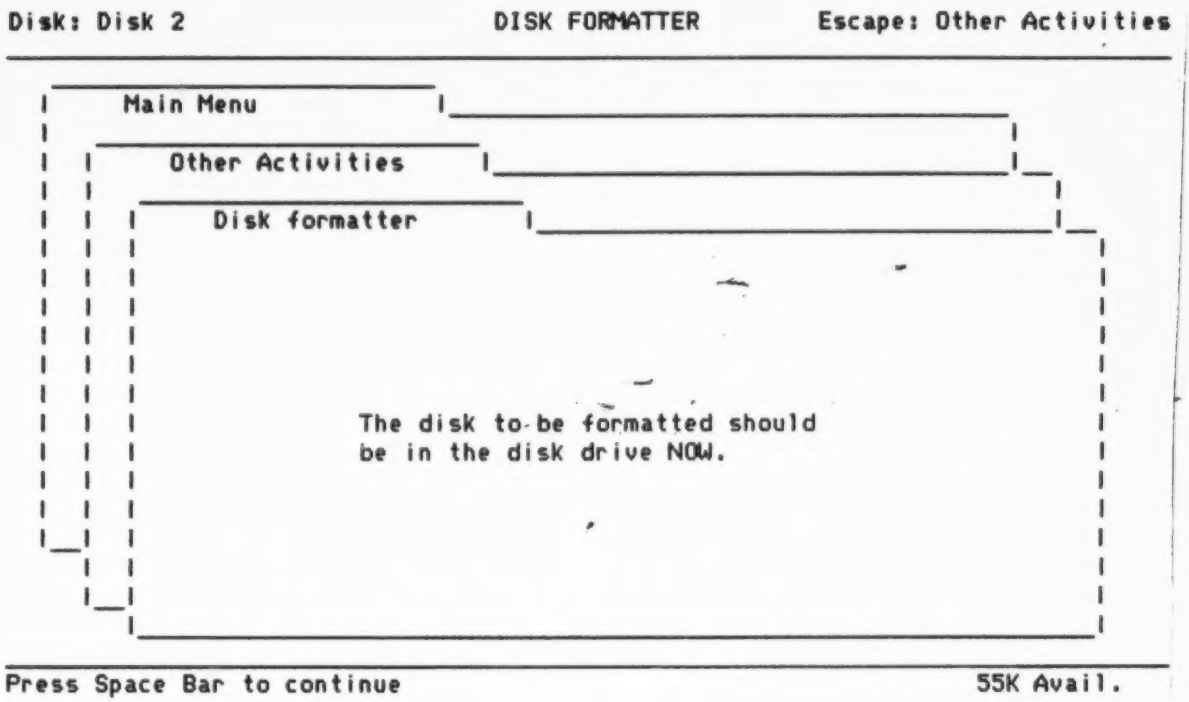

Figure 7. The Monitor Screen After Typing The Name Of The New Disk.

10. Insert the disk to be formatted in drive slot #2 or disk drive #2.

11. Press the SPACE-BAR and watch the screen. When the formatting task is complete, the monitor screen will appear like the example shown in Figure 8.

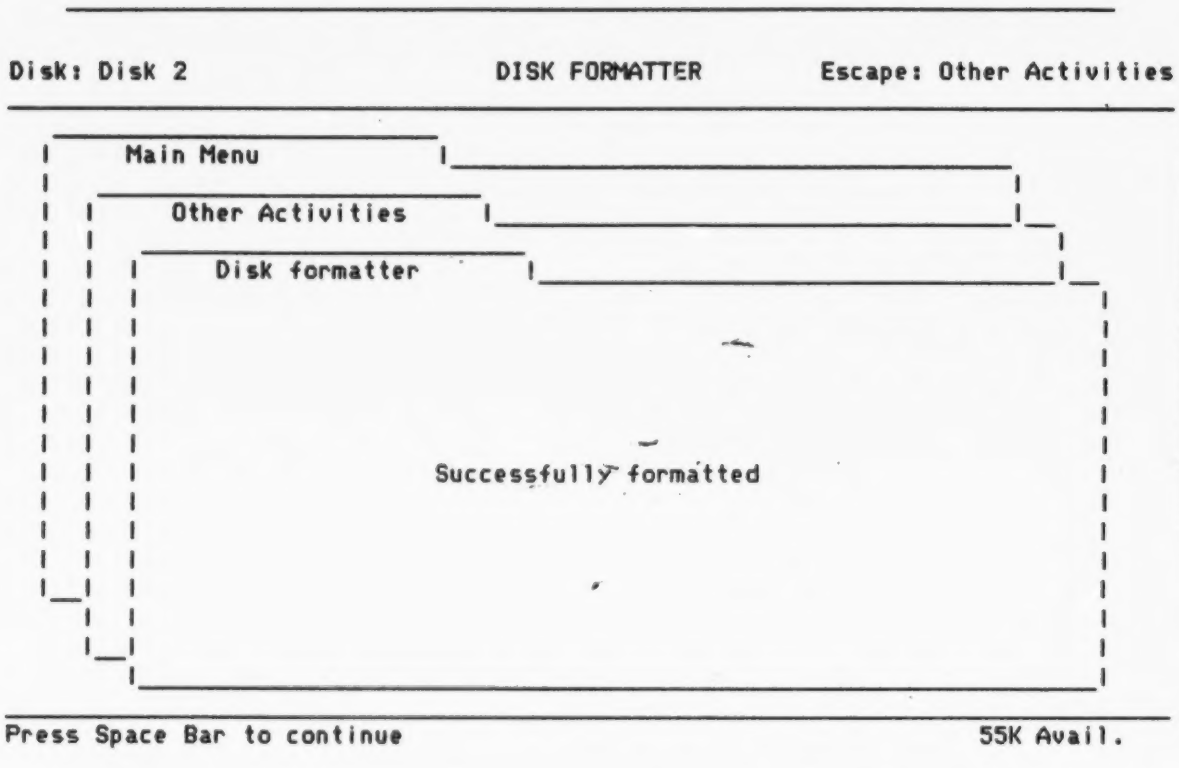

Figure 8. Monitor Screen After The Formatting Task Has Been Completed.

12. Press the SPACE-BAR once. The screen now looks like the example in Figue 9.

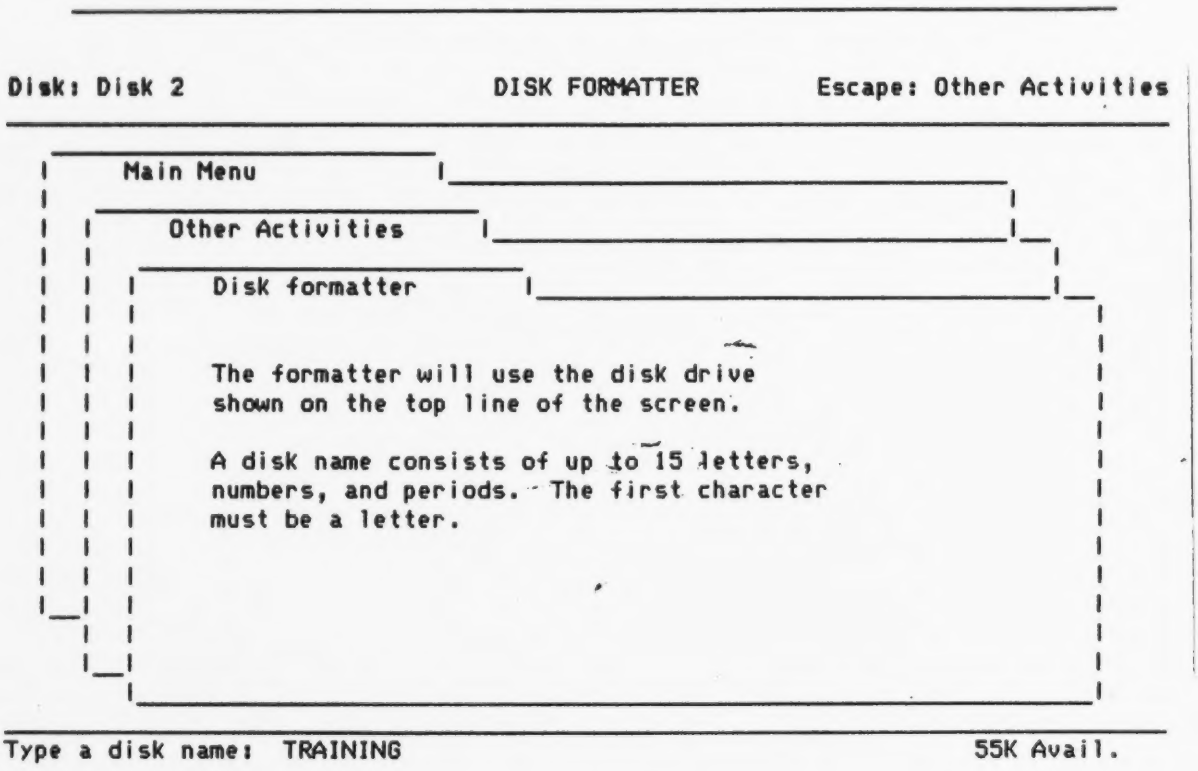
Disk: Disk 2
DISK FORMATTER
Escape: Other Activities
Main Menu
Other Activities
Disk formatter
The formatter will use the disk drive
shown on the top line of the screen.
A disk name consists of up to 15 letters,
numbers, and periods. The first character
must be a letter.
Type a disk name: TRAINING
55K Avail.

Figure 9. Monitor Screen After Exiting The Successfully Formatted Mode

13. Press the ESCAPE key once. This action should move the program back to the "Other Activities," menu (see Figure 10).

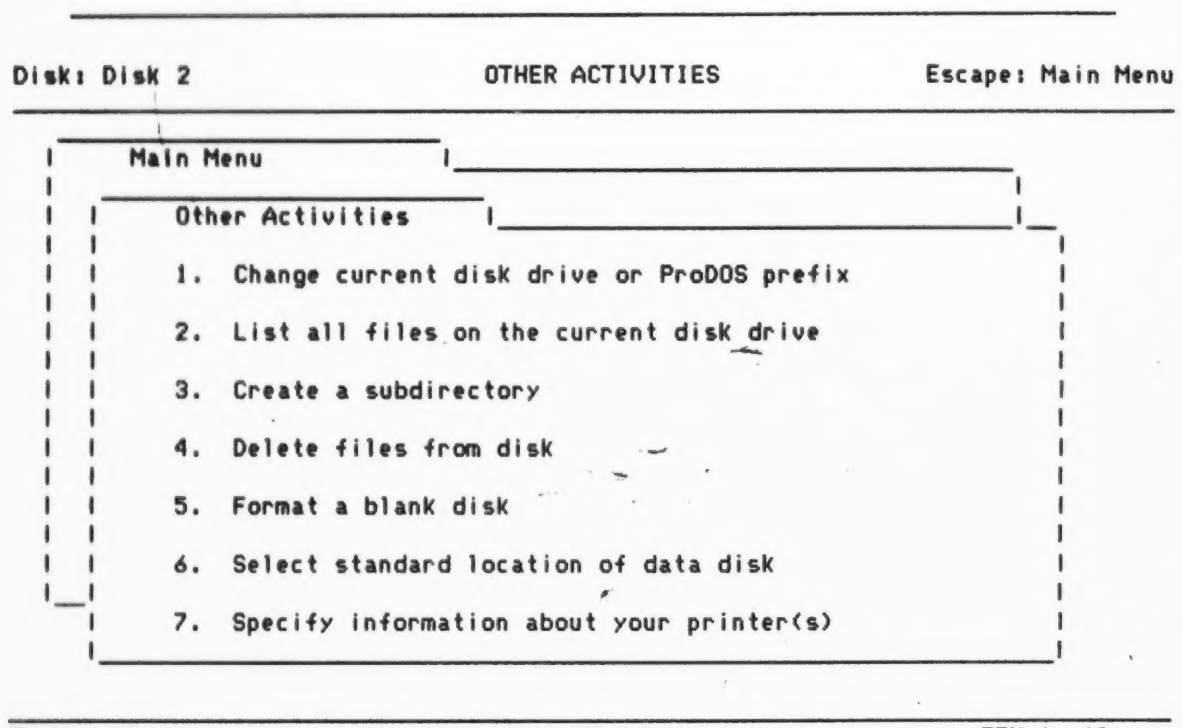
Disk: Disk 2
OTHER ACTIVITIES
Escape: Main Menu
Main Menu
Other Activities
1. Change current disk drive or ProDOS prefix
2. List all files on the current disk drive
3. Create a subdirectory
4. Delete files from disk
5. Format a blank disk
6. Select standard location of data disk
7. Specify information about your printer(s)
Type number, or use arrows, then press Return
55K Avail.

Figure 10. "Other Activities" Menu.

14. Press the ESCAPE key to move back to the "Main Menu" (see Figure 11).

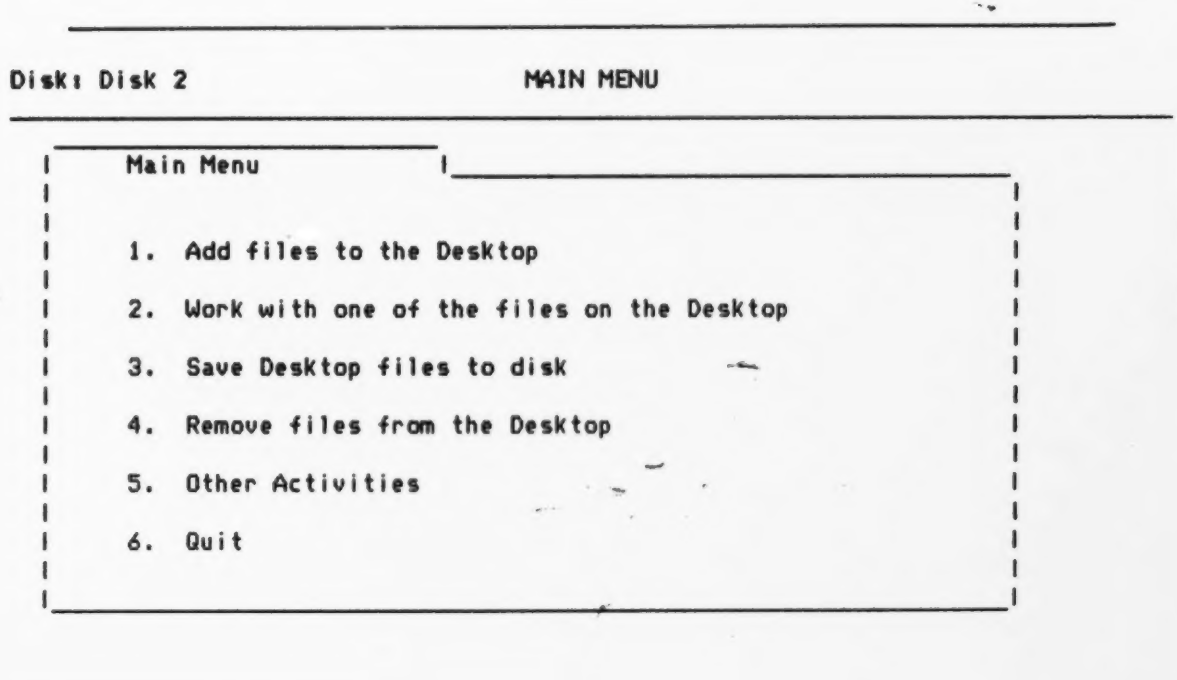
Disk: Disk 2
MAIN MENU
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
?-? for Help

Figure 11. "Main Menu."